



Pavilion Rental Form

All reservations for the pavilion must be made in advance and be pre-paid. The Borough of Tipton requires all groups of 10 or more to register its use and should be made at least 10 days in advance. Reservations are first come first serve. In the event of a storm where you cannot hold your event, you can either request a full refund or reschedule your event within the calendar year. The \$25 clean up deposit is refundable. When notified that you can pick up your deposit, it must be picked up by the end of the year or you will forfeit the deposit. Please direct all questions to the Borough office.

The park bathrooms lock at 2pm. If your event will occur after that time, a bathroom key must be picked up from the office no earlier than 1 week before your event. The key must be returned to the office or dropped in the drop box. If a key is not returned, your deposit will be forfeited.

Rules:

- All debris must be cleaned and put in plastic garbage bags. All bags must be securely closed, and placed in the dumpster located at the Borough office parking lot.
- If decorations are used, all tape must be removed. You may not use staples, thumb tacks, etc.
- Please return tables to their original locations.
- Music shall cease by 10:00 PM and the pavilion must be vacated by 11:00 PM. (Entertainment must be family-appropriate.)
- All clean-up must be done the same day in order for the pavilion to be ready for use the following day.
- No smoking in the park, no alcoholic beverages
- No parking on the grass.
- In addition to the rules listed above, all park rules and regulations must also be followed.

****Please notify the Borough office if the pavilion is not presentable before your function; otherwise you will be held responsible for the damages.****

Groups/Organizations must provide a certificate of insurance listing the Borough of Tipton as additional insured for the date of the rental.

Name: _____ Reservation Date: _____ Contact Number: _____

Occasion: _____ Home Address: _____

_____ \$40 Rental for Tipton Borough Resident

Date Paid: _____

_____ \$60 Rental for Non-Tipton Borough Resident

Cash/Check #: _____

_____ \$25 Refundable clean up deposit

Amount Due: _____

Amenities needed: (please check) _____ Water _____ Electric *

*Please use all outlets. Each outlet is 15 amps and typically cannot be used by more than two appliances. The Borough is not responsible for tripped breakers the day of your rental or any and all damage to appliances due to misuse of outlets. Borough staff will NOT be available the day of your rental.

I agree to the above terms: (sign) _____ Date: _____

I agree to abide by all CDC and Pennsylvania DOH COVID-19 guidelines (please initial) _____

If completing the form online, please email the completed form to smilo@toptonborough.com and mail your payment, place it in the drop box, or drop it off at the office during business hours. Pavilion payments **cannot** be made online, and reservations are not confirmed until payment is received.